ASYCUDA WORLD

CARGO MANIFEST
USER MANUAL
ANGUILLA

ASYCUDA World - Cargo Manifest
USER MANUAL

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ASYCUDAWorld-CargoManifest
USERMANUAL

FOREWORD

Comptroller of Custom
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U S E R M A N U A L

INTRODUCTION

The Customs and Excise Department is pleased to launch this manual for the benefit of the trading community and especially for Cargo Carriers, Carrier Agents and Cargo Consolidators in the Anguilla.

This manual was created to provide users with detailed instructions and a clearer understanding for the preparation and submitting of electronic copies of cargo manifest to the Customs Department. Every effort has been made to ensure that the instructions given have been designed in sequence with graphical illustrations and precise instructions for each step of the process involved in Storing, Amending and
Registering of a Cargo Manifest on the Customs Automated Data System A.S.Y.C.U.D.AWorld.

Section 23 (1) & (2) of the of the Customs Act 2001, Chapter C169 R.S.A c R55 respectively requires that the Master of every vessel arriving at a customs port from any place outside Anguilla; or carrying goods brought in that vessel from a place outside of Anguilla shall if exceeding 100 net tonnes, deliver to the Comptroller a report in such form and manner and containing such particulars as the Comptroller may direct 24hrs in advance. Vessels not exceeding 100 tonnes shall make a report of cargo immediately upon arrival.

The Comptroller of Customs in keeping with guided regulations has directed that the instructions contained in this user manual will form part of the reporting requirements for vessels arriving from any place outside of Anguilla.

Please note that the normal arrival procedures will continue to be monitored until such time that the Comptroller has determined otherwise.

These instructions will take effect as of October 1st, 2010 and will remain in force until further notice.

A S Y C U D A W o r l d - C a r g o M a n i f e s t
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CREATING A NEW MANIFEST

What to do

1. Upon reception of a paper manifest, input the data into ASYCUDA

The Manifest gives a description of the vessel or aircraft transporting the goods and provides a summary of consignments.

Procedure

Enter the manifest into **ASYCUDA** system by using this path:
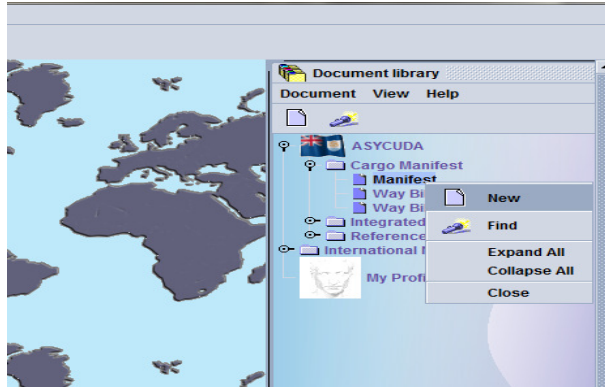**ASYCUDA→ Cargo Manifest→ Manifest→New**

Fig1

This option will display the manifest form with Carrier agent Code. The form will display a **red line** for all mandatory fields.

2. Input all mandatory data in the necessary fields.

Use the F3 button to find the LoCode for the Customs Office Place of departure and destination

The Office code, voyage number, and date of departure, are the key identifying fields needed for storing and retrieving a manifest.
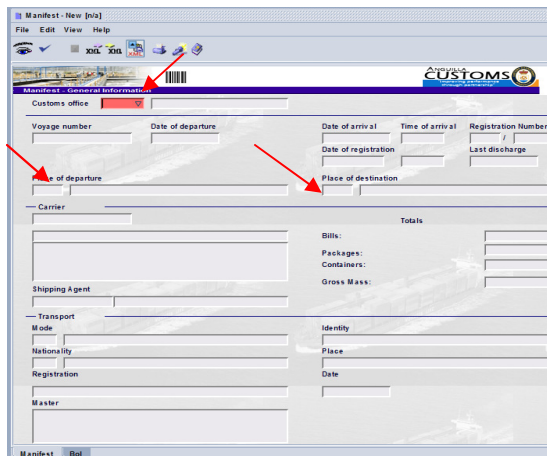
Enter data manually or chose from drop down menu

Fig2

3. Verify and store document

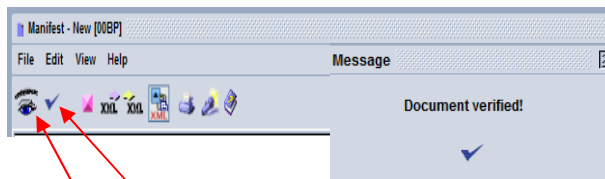Verify and store document by clicking on the Icons in the menu bar

Fig3

Verify   Store

Verify Icon will scan the information inputted to analyze if there are any error or information that is uncompleted. A manifest will not be stored if the errors are not corrected. After the errors are corrected, the documents verify window will pop up.

ADDING BILL OF LADINGS TO A MANIFEST

What to do

1. Bill of Lading can be captured in two ways.

A B/L can only be added after manifest is stored.

Procedure

1. After storing manifest as indicated in Fig 3 a box will appear indicating that the manifest has been stored. To add a B/L to the manifest select the forward button as indicated by arrow
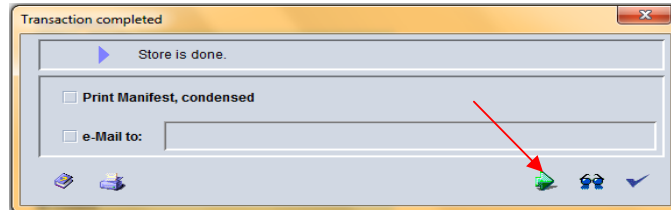

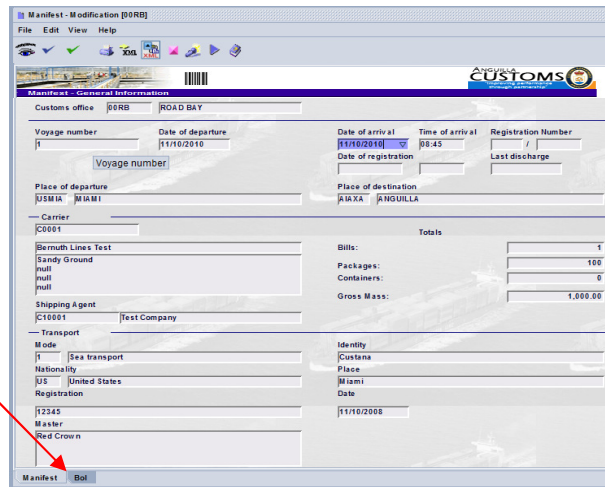*Fig4*

This will take you back to the manifest

Fig5

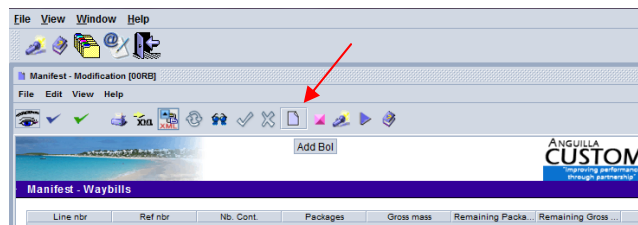Select the Bol at the icon of the screen, which will take you to the B/L page.

Fig6

Click the Add Bol icon as shown above.
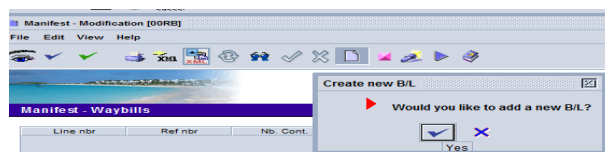
Fig7

Then select Yes ☑ to open a New B/L. The B/L screen will open up, then you key in the required information needed.

2. Capture Bill of Lading using the following path **ASYCUDA→ Cargo Manifest→ Manifest → Waybill→ New**
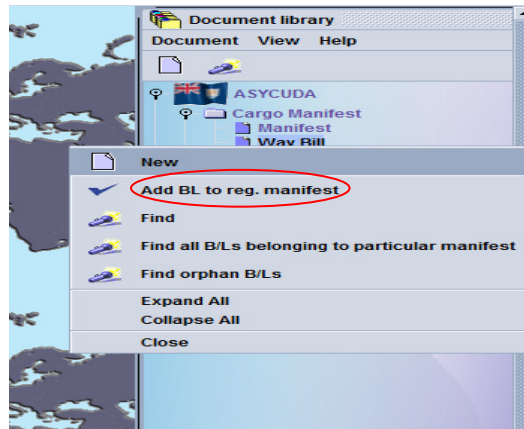This option will open a blank B/L

Fig8

When you enter the **Customs office code, voyage number and date of arrival** this will link the BOL to the manifest

Option 1will open B/L with the following information transferred from the general Manifest.
Option 2 will open a completely blank B/L

Note: Before Amending a registered Manifest, you're required to inform the Senior Customs Officer / Chief Examination officer at the port.

2. Input data into Bill of Lading (Waybill).

Enter data manually or choose from drop down menu

When all the mandatory data is completed, the cursor will return to the first field of Bill of Lading.

Fig9

Data keyed into the manifest segment will be displayed in the relevant fields of the bill of Lading automatically.

What to do	Procedure

3. Add container information to B/L if there are any manifested consignment .

Select **Containers** in bottom of screen and fill in all required data then click on **"Add a new container"** icon in menu bar to store the info.
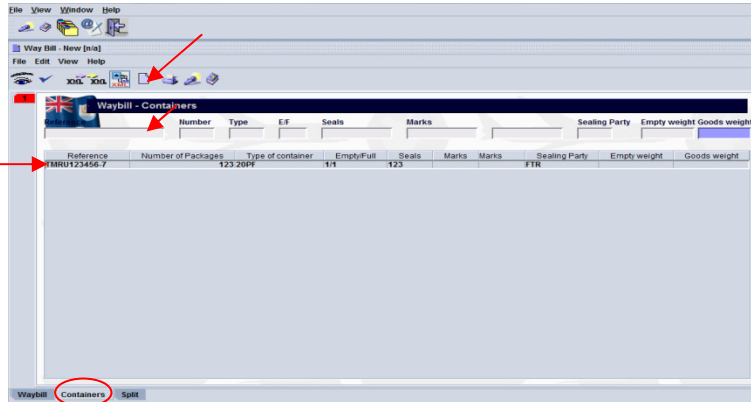**Repeat the same steps to add any additional containers for this consignee**

If you do not click the **add Container button,** the container Info will be added below

Fig10

4.Verify document to check for errors

Verify document by clicking icon indicated by arrow in menu bar
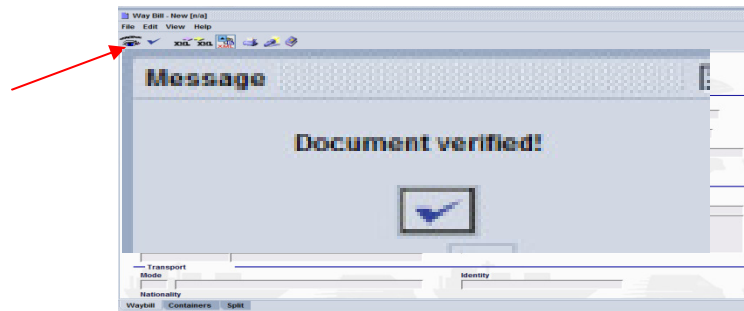
Fig11

A message window will appear indicating that document has been verified.

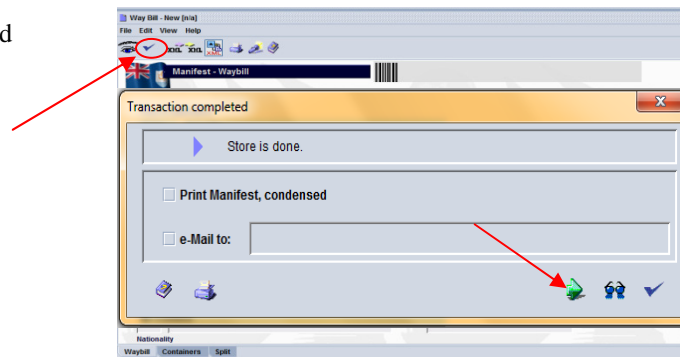**5. Store document to add it to the manifest**

Fig12

Click on the **Store** ✓ Icon in menu bar as indicated by arrow

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Bill of Ladings will be automatically attached to manifest

REGISTERING A MANIFEST

What to do

1. Find manifest using the manifest finder.

Procedure

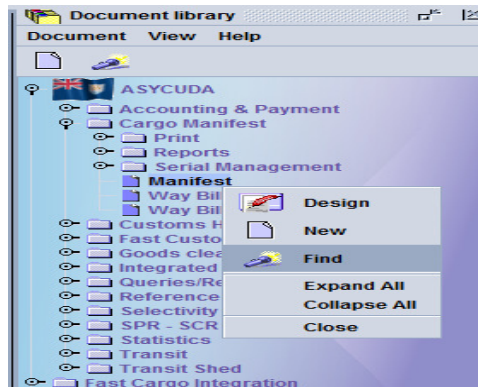Find manifest by using the following path: **Cargo Manifest → Manifest → Find**

Fig13

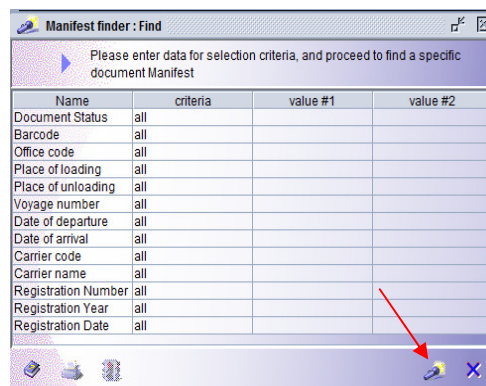To locate All Manifest, Set criteria to **All** and locate manifest and search through the list of then until found.

Fig14

Set criteria to equals on voyage, date of departure or office code and key in the information to locate that particular manifest.
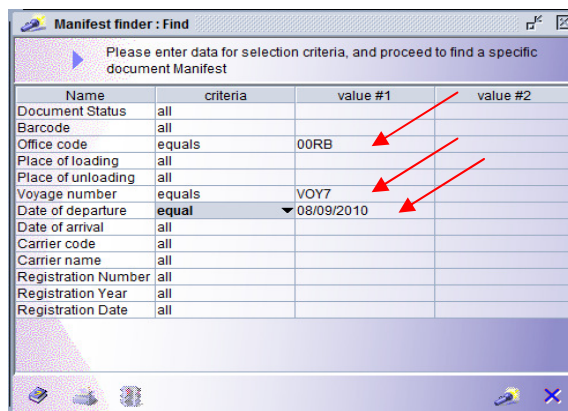
Fig15

What to do	Procedure

2. Register a manifest

*Manifest can be registered in **two(2)** ways*

1. On opened manifest, click on **Register** ☑ icon in menu bar of Manifest.
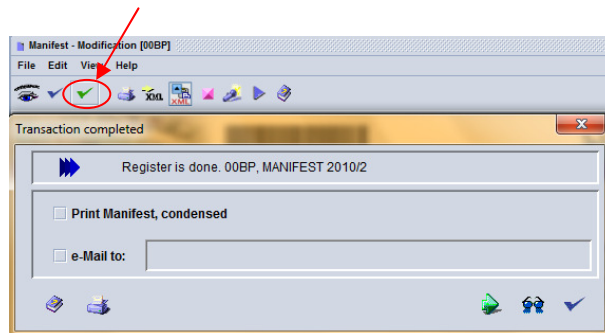

Fig16

After Registering a Manifest press the forward icon to continue to enter a next manifest or the yes icon to exit and take you to the document library.

OR

2. After finding the Manifest that was stored, right click on the manifest required and click **Direct Register** in the menu dropdown.
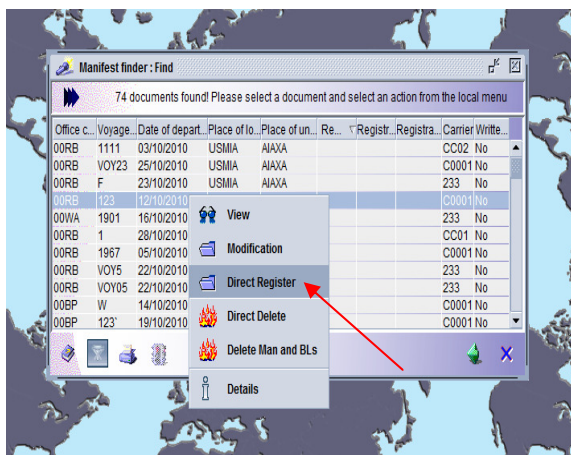
Fig17

A message will appear on screen indicating that manifest has been registered.
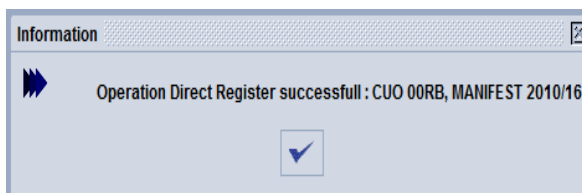
Fig18

A S Y C U D A W o r l d - C a r g o M a n i f e s t
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AMENDING A MANIFEST

What to do

Procedure

1.Use manifest finder to locate manifest

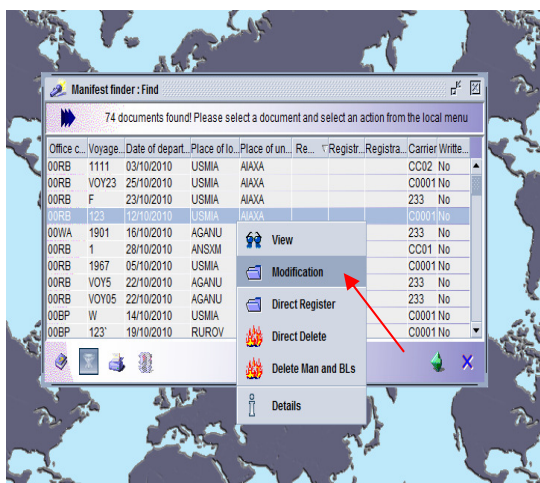Right click on desired manifest and click Modification in drop down menu

Fig19

Manifest cannot be modified by Agents after being registered, however amendments can be made to its bill of ladings.

2. After making amendments, save changes made.

Amendments can only be made to the Bill of lading section on Manifest

Click on **Save Changes** icon in Menu Bar
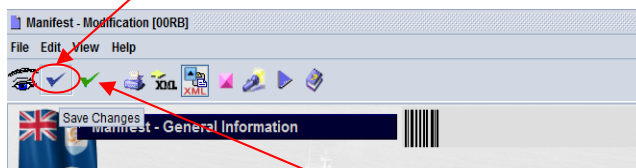
Fig20

Once amended, manifest can be registered by clicking on the (Register ☑ Icon) in the menu bar

AMENDING A BILL OF LADING (BOL)

1. To amend the Bill of lading, find desired BOL

*Bill of lading can be located in **2** ways*

1. On opened Manifest click **BOL** button menu at the bottom of screen

Fig21

A list of Bill of ladings attached to manifest will appear on screen. Select the desired BOL to be amended, right click on it and select modification. After the changes are made, save the changes.

2. Open desired bill of
lading to make changes

Right click on desired BOL in list and choose **Modification** from drop
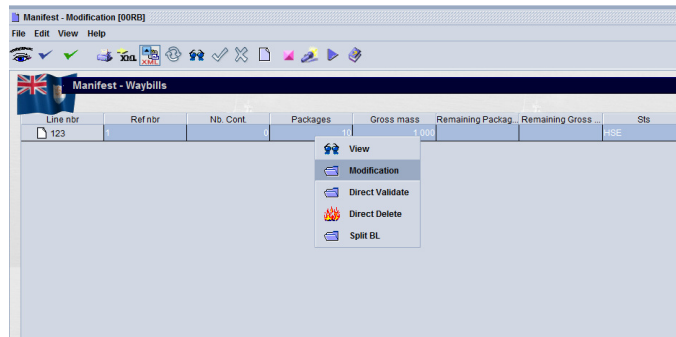down menu which will open manifest

Fig22

3. Use finder to locate
desired bill of lading

OR

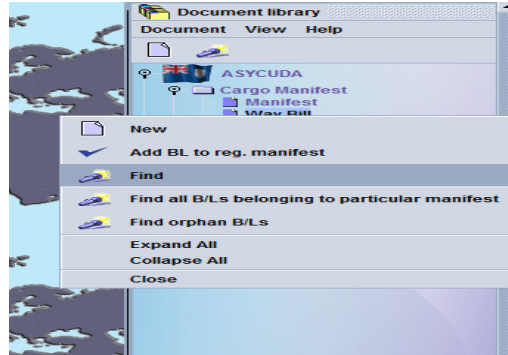Find BOL using the following path **ASYCUDA→ Cargo
Manifest→ Waybill→Find**

Fig23

3. Use criteria options on
finder to locate specific
B/ L

Fill in data information choose criteria and then click the search button as
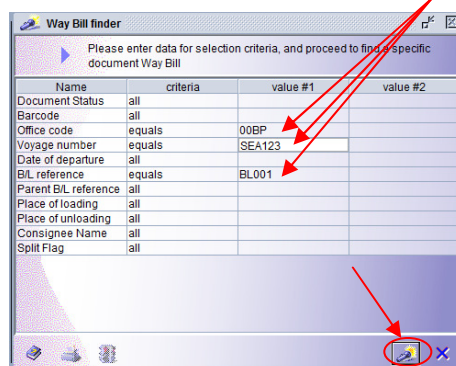indicated by the arrow

Fig24

What to do

4. Make amendments and save changes

Procedure

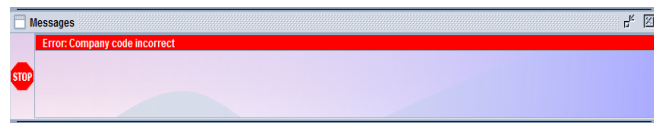After making amendments to bill of lading, save changes using the **Save Changes** Icon in menu bar
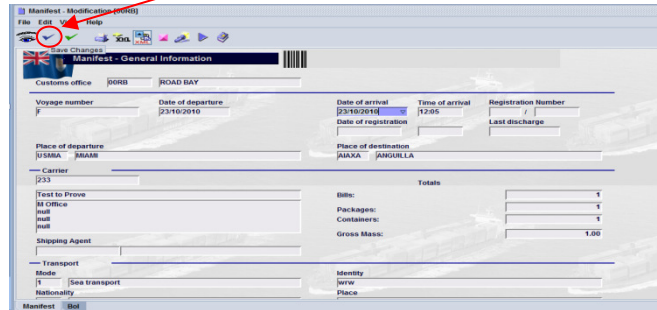
Fig25

System will indicate any errors which must be corrected before storing the manifest.

EXCESS & SHORTAGES

Excess and shortages can only be completed to a registered manifest.

1. Access desired bill of lading from manifest

This can be done in two ways.

1. Access list of Bol on Manifest, Right click on desired Bol and select *Excess & Shortage* from drop down menu
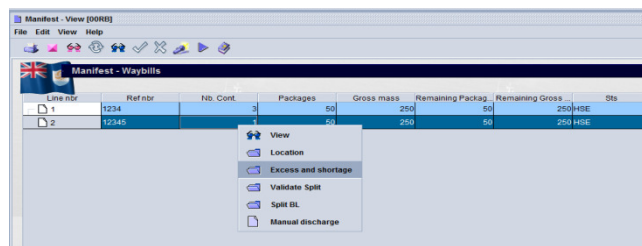
Fig26

OR

Use finder to locate bill of Lading

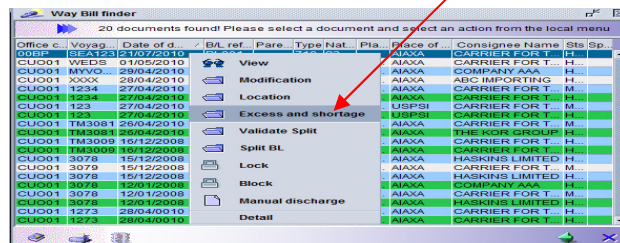2. On finder, right click on desired waybill and select *Excess & Shortage* from drop down menu

Fig27

This will open the bill lading and will only allow you to amend the remaining packages & remaining gross mass option.

What to do   ## Procedure

2. Make necessary
Amendments

Add to remaining packages and gross mass if amending shortages or deduct from quantities if amending excesses

Fig28

Changes can only be made to the Remaining Packages and Gross Mass Weight

3. Save Changes
All amendments to a registered manifest must be done within the time frame specified in the Customs Act

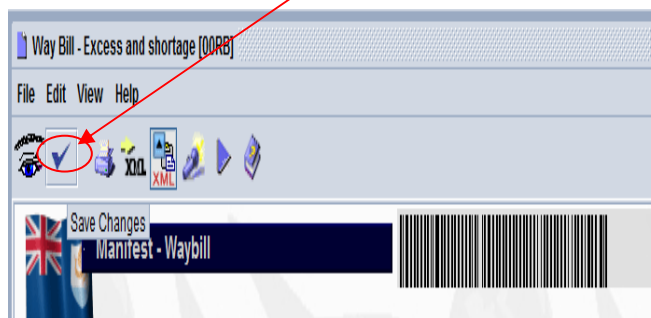Save changes by selecting the Save Changes Icon in the menus bar

Fig29

Changes must be saved before exiting bill of lading or else the old information will not be replaced.

HOW TO PRINT A MANIFEST & BILL OF LADINGS

What to do   **Procedure**

1. Locate print option in document library

Access the printing option using the following path in the document library:
ASYCUDA→ Cargo Manifest→Print→Manifest and Waybills
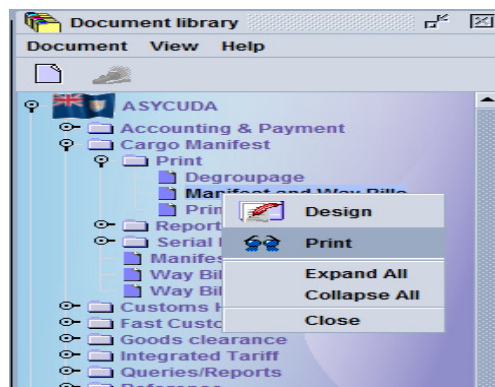
Fig30

2. Fill in required data and select print

Filling the Office code, voyage no. & date of departure of the Manifest and the printer Icon in the menu bar
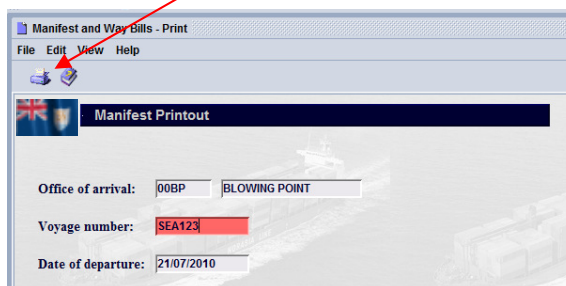
Fig31

Note: Manifest will show as pdf file for printing

3.To print individual bills of lading use finder to locate bills of lading as shown in (Fig. 21 & 22)

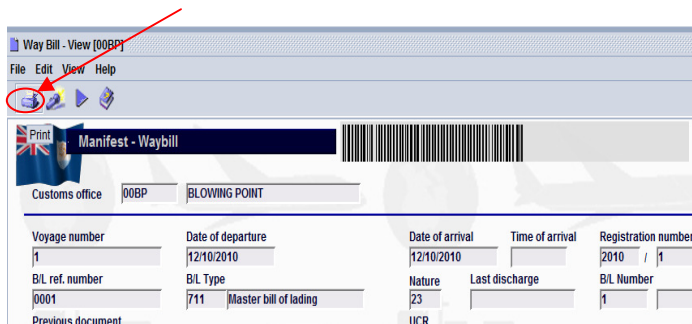Select the Print option in the menu bar as indicted by red arrow

Fig32

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HOW TO "DEGROUP" A MASTER BILL OF LADING

To allow customs clearance, a Master bill of lading must first be de-grouped to the level of the individual consignee. Without this, a declaration cannot be made.

For Consolidators

A consolidator will receive a Master B/L from the agent, the consolidator will then use the information from this B/L to create house bills for his individual clients/consignees.

To create new B/Ls, use the following path in the document library **Asycuda→ Cargo Manifest → Waybill →New** (**This option will open a blank airway bill as shown below**)

Fill in Previous document (master B/L number), date of departure, Voyage number & office code to link new B/L to master B/L.

Fill in the B/L reference number and all other mandatory data, verify and then Store.

Fig33

After the Information is entered into the BOL, Verify and Store the changes to the manifest.

Fig36

B/L status will show Master Under Degroupage (MST UDG) until it is validated.

Fig37

Master Degrouped after being validated

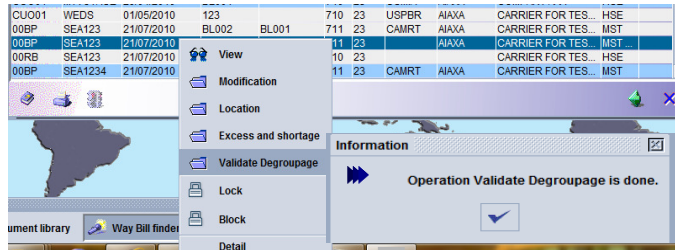Use the waybill finder, search for B/L and then right click and select validate degroupage.

Fig38

FAST CARGO INTEGRATION (FCI)

This option allows the user to load xml files (previously generated from the carriers system into ASYCUDA.

On document library use the following path to open (FCI) document; **ASYCUDA→Fast Cargo Integration→Manifest/Waybill Integration:**
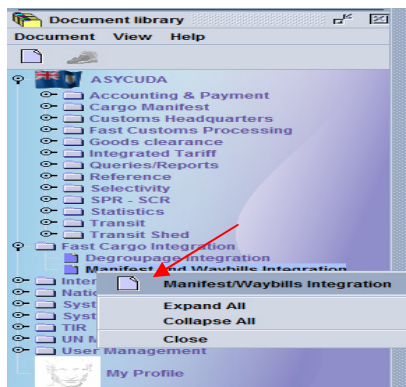

Fig39

Note: "Manifest/waybill integration" option in library is for use by the Carrier Agents and "Degroupage Integration" is for use by Consolidator.

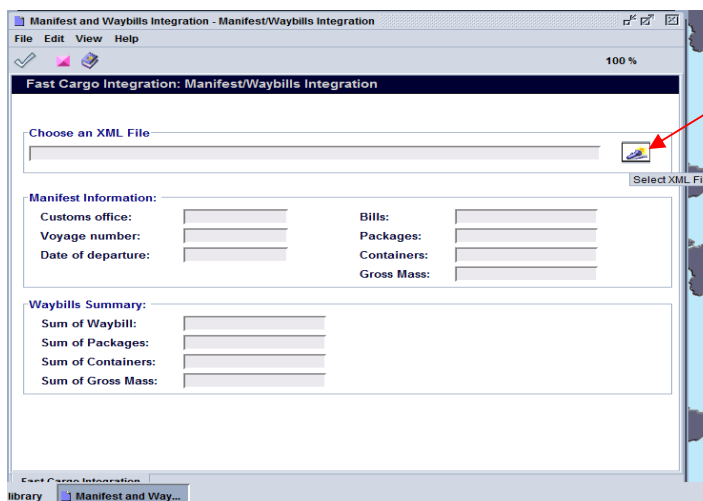**Click on the** Select XML file **to find desired manifest**

Fig40

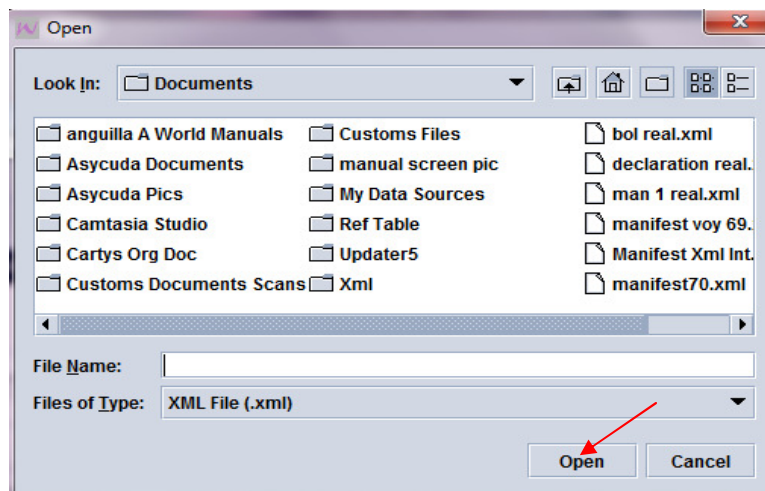**Select xml file and click Open to generate manifest**

Fig41

Click on the check icon in the menu bar to check xml file content and then ok in the check done box as shown in Fig32

Manifest information and waybill summary is automatically imported into document if all data is correct and well formed.
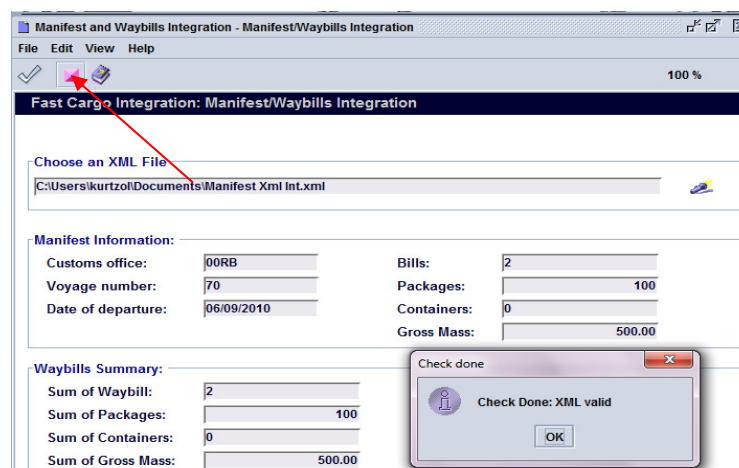

Fig42

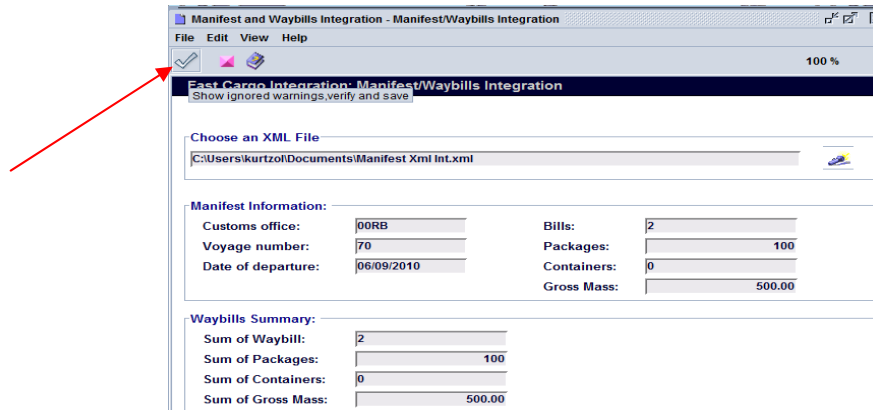**Click Ok, once a valid check has been performed.**

Fig43

Click on the Show ignored warnings Verify, and Save Icon as indicated above to complete the process.
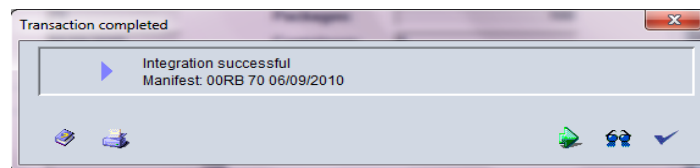

Fig44

A prompt will appear on screen indicating that the transaction for **Integration** was successfully created.

To view the Manifest after it was successfully integrated click on the 👀 **or the forward.**

To Integrate a next Manifest click the forward button ➡️

To exit and return to the Document Library click yes button ✔️

If there is an Error in the xml manifest that you are trying to integrate, Integration the system will indicate as shown below.
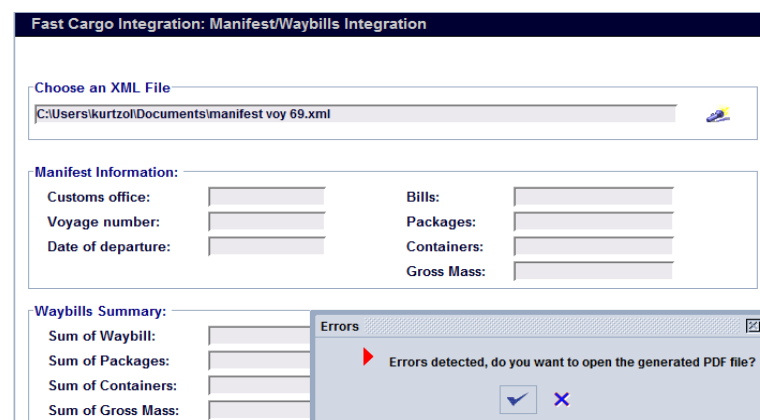

Fig45

19

A PDF file will open to show error type which may be technical (System error) or Functional (incorrect data input)
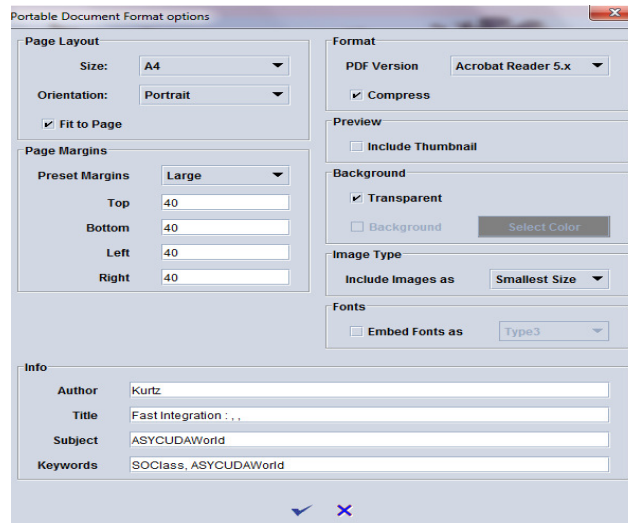

Fig46

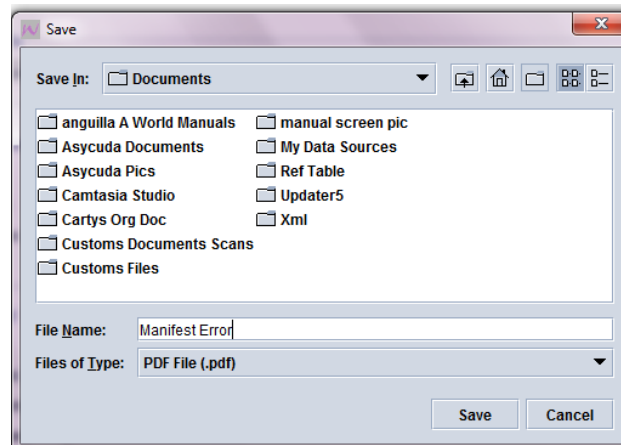Click on to ✔ open file, which will prompt you to name and save the file for further reference.
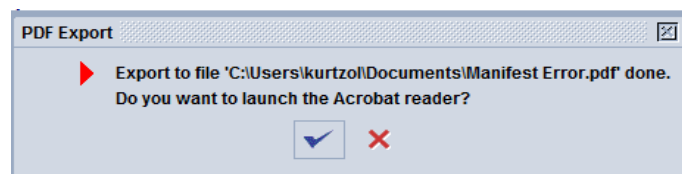

Fig47

Save the document.

Fig48

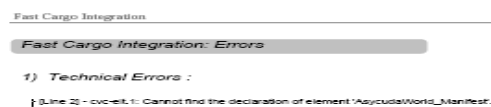Click on the yes button ✔ to launch the Acrobat Reader to view the Error

Fig49

Errors should be corrected and then the steps of Fast Cargo Integration should be repeated.

To retrieve a Fast Cargo Integration generated manifest, use the Manifest finder and input the office code, voyage and date of departure information in the search key.
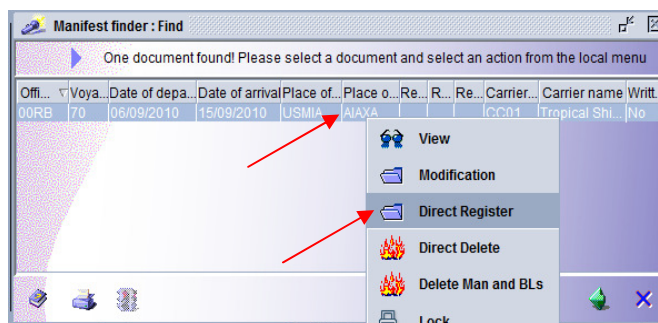

Fig50

After the Manifest is found, you can right click and Select the view option to see generated manifest or you can directly register the manifest to the Custom Department.

The ASYCUDA World Project team entirely hopes that this manual has been helpful in assisting you to complete, store, register, a Cargo Manifest and making any particular changes using the ASYCUDA Cargo Manifest module.

We would like to acknowledge the contributions and efforts made by the following agencies whose involvement, dedication and support with the ASYCUDA World in Anguilla would not have been a reality:

The European Union
The United Nations Conference on Trade and Development (UNCTAD)
UNCTAD Regional Consultants
The Government of Anguilla
The Comptroller of Customs
The Customs Department

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